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| | No. 04-06 |
| Subject: New Cost Allocation/Fund Split Edit Activity Error Report | Date Issued: 09/01/2004 |
| References: | Expires: Until Advised |

PURPOSE:

This COM announces a new Cost Allocation/Fund Split (CA/FS) Edit Activity Error Report (CFB584-1). This report may be used to identify and correct table related errors resulting from cost allocation/fund split on the same day.

BACKGROUND:

In the past, agencies were unable to view CA/FS errors on the same day cost was set until the CFB800-2 Error Activity Report was received the next day. Since the CA/FS process stops when errors occur and cannot be resumed until corrective action is taken, agencies experienced a loss of at least two processing days.

Beginning September 1, 2004, the CA/FS process will generate a new CFB584-1 CA/FS Edit Activity Error Report. The report will be routed to agency printers (queue ERRC) immediately after completion of the CA/FS process. Errors that occur during the CA/FS morning process will be identified on the report.

With the new CFB584-1 report, agencies have an opportunity to take corrective action for table related errors on the same day errors occur. Corrected tables will be used when CA/FS transactions are reprocessed during the nightly IEUP process. If there are no additional errors, agencies may save a day and resume cost allocation on the next day.

A sample of the new report is displayed below.

AGENCY ACTION

The Cost Allocation/Fund Split (CA/FS) Edit Activity Error Report will be implemented September 1, 2004. Use of the report is optional, but advised. If the report is used and table errors are corrected on the same day, the CA/FS process may be resumed the next day. It is recommended that agencies review the CFB800-2 the following day to ensure all cost allocation errors were corrected before continuing the CA/FS process.

The new report will be routed to your agency printer to the ERRC queue. If you wish to change the output destination for the CFB584-1 report, please contact Judy Lewis-Matlock at (916) 445-0211, extension 2832, or e-mail your request to Judy.Lewis-Matlock@dof.ca.gov.

CONTACT INFORMATION:

If you have any questions regarding this COM, please contact Gary Allen at (916) 445-0211, extension 2827, or e-mail Gary.Allen@dof.ca.gov.

/s/Ken Lane

Assistant Program Budget Manager

| CFB584-1 ***** | | | | | | | | | | DEPARTMENT OF AIR QUALITY | | | | | | | | | | ***** | | | | | | | | | | ORG NUMBER: 9990 | |
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| 03/20/99 (34.46) ***** | | | | | | | | | | CALSTARS CA/FS EDIT ACTIVITY ERROR | | | | | | | | | | REPORT | | | | | | | | | | ORG PAGE: 1 | |
| ***** | | | | | | | | | | ***** | | | | | | | | | | ***** | | | | | | | | | | RUN PAGE: 1 | |
| TRANSACTION ID | TC | MRO | FFY | FM | CUR | DOC | SF | INDX | OD | AO | PCA | ACTY | PROJ | WP | TRANS AMOUNT | CODE | ERROR DESCRIPTION | | | | | | | | | | | | | | |
| ----- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ----- | --- | ----- | | | | | | | | | | | | | | |
| | | | | | | | REF | DOC | SF | FUND | FD | FS | M | AS | | NET AMOUNT | | | | | | | | | | | | | | | |
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| 9990040504CH100000010 | 311 | W | 2002 | 10 | | | | | 2000 | 427 | 01 | 10000 | | | 213.00 | EA7 | AP DATE NOT IN RANGE | | | | | | | | | | | | | | |
| | | | | | | | | | 0001 | | R | 1 020 | | | .00 | | | | | | | | | | | | | | | | |
| 9990040504CH100000030 | 311 | W | 2002 | 10 | | | | | 2000 | 003 | | 20000 | | | 3,293.00 | E36 | INCONSISTENT REQ FD | | | | | | | | | | | | | | |
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| 9990040504CH100000050 | 311 | W | 2002 | 10 | | | | | 2000 | 308 | | 20000 | | | 400.00 | E36 | INCONSISTENT REQ FD | | | | | | | | | | | | | | |
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